

**Position Title: Sexual Harassment Assault Response Prevention Program (SHARP)**

**Location: Anchorage, AK**

**Salary: \$ Based on Rank**

**Tour Length: FY 2012**

**Closing Date: 14 October 2011**

**Availability: Immediate Placement**

**Area of Consideration: AKARNG Soldiers**

The Alaska National Guard Joint Support Serviced/Family Program is seeking qualified, trained and capable individuals to serve as the Sexual Harassment Assault Response Prevention Program (SHARP) with the following responsibilities:

- ☐ Conduct program management activities. Update SHARP standard operating procedures (SOP) and review subordinate unit SOPs for conformance to policy.
- ☐ Develop appropriate funding streams to provide for personnel, training aids and resources, and external training resources for all units.
- ☐ Ensure timely & accurate reporting of Sexual Harassment/Assault Response and Prevention (SHARP)/Sexual Assault Data Management Systems (SADMS) data.
- ☐ Coordinate and participate in the Senior Commander's monthly Sexual Assault Review Board (SARB).
- ☐ Conduct staff inspections / staff assistance visits at all subordinate units to evaluate SHARP program management and execution with drill down to company level.
- ☐ Produce quarterly and annual assessment reports.
- ☐ Monitor and assess training goals.
- ☐ Track subordinate command's SHARP training, and the appointment of the command's SHARP proponents. Assess training effectiveness. Prepare quarterly training brief.
- ☐ Develop MOUs/MOAs to assist the victims of Sexual Assault throughout the AOR. Coordinate and participate in activities with other programs, other commands and communities.
- ☐ Develop sexual harassment policy for the commander and coordinate these statements with the servicing staff judge advocate or legal advisor before providing to the Commander.
- ☐ Conduct Training to include: e pre/post deployment, leadership and newcomer training.
- ☐ Provide sample cooperative agreements for outreach and partnerships with local community resources.

**Additional Qualification Considerations:**

- Knowledge, experience, and skills in the position competing for
- Knowledge of the structure and operations of the Air National Guard
- Excellent organizational skills
- Proficiency in Microsoft Word, Excel, Power Point and Database use experience
- Ability to travel/work on drill weekends if events specific to job are scheduled on drill weekend (Coordinate with your M-Day supervisor)
- Exceptional customer service—good oral and written communication skills
- Proficiently read, write, and understand the English language
- A valid state driver's license

**Application Procedures:**

Interested applicants who meet the eligibility criteria listed in this announcement may apply by submitting the below listed documents to the **Alaska National Guard, Human Resources Office, HRO, Building 49000 Room D-209, Post Office Box 5800, Joint Base Elmendorf Richardson, AK 99505-5800**. Complete applications must be received in HRO-AGR office **no later than 1600 or postmarked on or before the closing date**. US government postage paid envelopes or government facsimile machines (FAX) may NOT be used in submitting applications. All applications must be typed or printed in legible dark ink and must be signed and dated with original signature. Applicants may

include copies of training certificates or any documentation that may be applicable to the position they are applying for but the **complete application package must include all documents listed below.** *Items are required by the Human Resource Office to determine qualifications.* If the requested documents are not submitted, a letter of explanation must be included. **Incomplete packages will not be considered for the position vacancy.**

1. Cover Letter/Resume
2. References
3. CURRENT Personnel Qualification Record (PQR)
4. CURRENT copy Physical Health Assessment (PHA) **within 6 months**
5. CURRENT/PASSING DA 705, APFT Scorecard, **within 6 months**
6. Security Verification memorandum from Personnel Security Manager
7. CURRENT Copy of Driver's License (must be valid)
8. CURRENT AGR/Mobility/ADSW orders (If Applicable)
9. DA Form 5500-R/5501-R (If Applicable)

**\*\*SUBMIT NO STAPLES/NO BINDINGS\*\***

**QUESTIONS:**

To verify receipt of application, you may call 907-428-6455 (DSN 317-384-4455)

**MAIL APPLICATIONS TO:**

Alaska National Guard, Human Resources Office, HRO/AGR  
Building 49000 Room D-209, Post Office Box 5800  
Joint Base Elmendorf Richardson, AK 99505-5800